

TECHNOLOGY STANDARDS

Category:	ITC Number: ITC-WEB-0508 IF approved in January
Subcategory:	Name: Web graphics
Definition:	Image files used on a web site. This can include icons, signs and labels, and photographs.
Justification:	Agencies need to be sure to use the most appropriate file types and sizes to ensure universal access to their web sites.
Specifications:	<p>Web Graphics</p> <p>The appropriate use of images is to help convey information or to create a consistent and recognizable "look and feel" for a collection as well as to convey meaningful information which is not easily conveyed by words. The judicious use of images will help users remember your Web sites and will attract frequent usage by the community. We recommend that a page should in most cases load in less than 7 seconds on a 56kb connection. Pages with graphics larger than 100k, should have a warning for the user that the page has a huge image and may take some time to load.</p>
Recommendations:	<ul style="list-style-type: none"> ▪ Images should be as small as possible. Use thumbnail images or text to link to pages with large images. Reducing the color depth for non-photographic material such as charts and graphs can often reduce image file size. ▪ Avoid long, thin images such as specialty horizontal rules. These are not effective for users who do not have image capabilities. ▪ Specify the width and height of each image within the HTML "image" tag. This will speed up document formatting on many browsers. ▪ When image maps are used, there should be an alternate method of selection options. ▪ For simple images, such as icons performing the function of bullets, use simple ALT attributes (e.g. "*" or "-"). It should be noted that many users find the use of image bullets annoying, since they take up space and time, and add very little to functionality ▪ Images should be in soft/muted tones that are "easy on the eyes" ▪ Background images should be small enough to load quickly ▪ Avoid black background with white text ▪ Limit graphics on pages that will be printed or offer an alternative page for printing ▪ Try to always use a background color even if you are using a background image ▪ MIME types should be restricted to GIF, TIFF, JPEG

		<ul style="list-style-type: none"> ▪ Every graphic should have an associated and meaningful (ALT) text. ▪ Image maps should have alternate text-based selection mechanisms. 	
<p align="center">- Area -</p> <p> <input checked="" type="checkbox"/> Internet/Intranet <input type="checkbox"/> Network <input type="checkbox"/> Operating <input type="checkbox"/> Data Standard <input type="checkbox"/> Security </p>			
List Keyword or Metadata:	<u>Internet, Web, Graphics, Images, Icons, Signs, Labels, HTML</u>		
Provide the Status of this technology area: <input checked="" type="checkbox"/> Under Review <input type="checkbox"/> Rejected <input type="checkbox"/> Accepted			
Audit Trail			
Creation Date:	<u>10/25/04</u>	Date Accepted/Rejected by Standards:	<u>12/01/04</u>
Reason for Rejection:			
Last Date Updated:		Date Last Reviewed:	
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